Bureau For Private Postsecondary and Vocational Education
400 R Street Suite 5000, Sacramento, CA 95814-6240
P.O. Box 980818, West Sacramento, CA 95798-0818
Telephone: (916) 445-3427 · FAX: (916) 323-6571
www.bppve.ca.gov

APPLICATION TO ADD COURSE

The information below refers to the Application for Approval to Provide Educational Services Under California Education Code Section 94915, revised August 1999.

Enclosed you will find the following sections from the Application. To ADD A COURSE, please complete the sections.

PART A	Certifications
Section 1.	Application Affidavit

PART B	Application
Section 2.	Mission and Objectives
Section 4.	Description of Course
Section 5.	Instructors
Section 6.	Facilities
Section 7.	Student Records
Section 8.	Student Services
Section 9.	Admission Standards and Graduation Requirements
Section 11.	Catalog and Other Publications

PART C	Appendix
Form 1	Instructional Clock Hour Disclosure
Form 3	Catalog Certification and Disclosure

When the application is complete, assemble the materials in a clasped folder or small binder. Mail one copy of the application with the appropriate filing fee payable to the Bureau for Private Postsecondary and Vocational Education.

The fee to ADD A COURSE for institutions whose annual gross revenues is:

$1.0 million or more	$100,000 to $999,999	Under $100,000
$380	$360	$340

The fee to ADD A COURSE subject to Article 7, the Maxine Waters Act is:

$950	$900	$850

The ADD A COURSE fee is applicable to one course that will be offered at an institution's main, branch, and satellite locations. A separate ADD A COURSE application is required for *each* proposed course. If the new course is subject to Article 7 and the institution paid the Article 7 fee in connection with its last application for approval or reapproval for the main and applicable branch location, the Article 7 fee does not apply.

For assistance with this application, please contact the Bureau's Degree Program at (916) 445-3427.